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**RULES AND REGULATIONS**

**OF THE**

**REFORMATORY PRISON**

**FOR**

**W O M E N.**

**ADOPTED BY THE COMMISSIONERS OF PRISONS AND THE  
ADVISORY BOARD APRIL 25, 1878.**

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# RULES AND REGULATIONS

FOR

## REFORMATORY PRISON FOR WOMEN.

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“THE Commissioners of Prisons, and Advisory Board, shall have the general supervision of the prison, and shall make all necessary rules and regulations consistent with the laws of the Commonwealth, for the government and direction of the officers of the prison in the discharge of their duty; the government, employment, and discipline of the convicts therein, and the custody and preservation of the property connected with said prison; and they shall cause provision to be made in said prison or its dependencies for keeping the convicts therein employed in some useful labor suited to their respective capacities.” (Acts of 1874, Chap. 385, Sect. 12.)

“The Superintendent, the Treasurer and Steward, the Chaplain, and the Physician shall also be appointed by the Governor, by and with the consent of the Council, and shall hold their offices during the pleasure of the same.” (Acts of 1874, Chap. 385, Sect. 6.)

These officers are co-ordinate in their appointment, and in the administration of their respective departments are responsible to the Commissioners of Prisons and to the Advisory Board; and all questions of difference which may arise between them or any of them, respecting their duties, powers, privileges, or prerogatives, shall be referred to the Commissioners of Prisons and to the Advisory Board for their decision.

“All other officers and employés of said prison whose appointment is not specifically provided for in this act shall be appointed by the Superintendent, subject to the approval of the Commissioners of Prisons, and Advisory Board, and shall hold their offices during the pleasure of the Superintendent, and the Commissioners of Prisons.” (Acts of 1874, Chap. 385, Sect. 7.)

## SUPERINTENDENT.

"1. The Superintendent shall reside at all times within the precincts or dependencies of the prison, and shall have charge and custody of all prisoners committed to said prison; and shall govern and employ them in the manner prescribed by law, and in conformity to the sentences under which they are respectively committed, and the rules and regulations of the prison, so long as they shall lawfully be kept or detained in said prison. The Superintendent shall have the management and direction of the prison, its servants and employes, and all its affairs not otherwise specially provided for. Before entering upon the duties of the office, the Superintendent shall give bonds to the Commonwealth for the faithful discharge of its duties, in such sum as shall be prescribed by the Commissioners of Prisons, with such surety or sureties as shall be approved of by the Auditors, and be satisfactory to the Governor." (Acts of 1874, Chap. 385, Sect. 10.)

2. The Superintendent shall visit every department of the prison, and see every prisoner under her care, as often as the good order of the prison and the necessities of the prisoners require. She shall see that they are treated with kindness, and that no unnecessary severity is practised by subordinate officers, and shall report to the physician all cases of the sick and complaining, that they may have medical attendance, and be supplied with such food as the physician may direct.

3. She shall examine or cause to be examined all women committed to the prison, noting on the mittimus such facts as it is important to preserve, and cause them to be thoroughly cleansed and suitably located, and see that the rules for insuring cleanliness by daily ablution and the weekly bathing of the whole person are strictly observed.

4. She shall cause a register to be kept of all prisoners admitted or discharged, including the term of sentence and the offence for which committed; and shall make reports according to forms prescribed, giving the names of all prisoners admitted or discharged, the offence for which committed, and the term of sentence, the births and deaths, the punishments and the causes thereof, and such other information as may seem to her worthy of remark.

5. She shall cause the books of the prison to be so kept as



clearly to exhibit the state of the prisoners, the number employed in each branch of industry, and the earnings in each branch.

6. She shall see that the provisions furnished are of good quality and sufficient in quantity, and that no waste is allowed, that every part of the building is kept clean, and the several apartments properly warmed and ventilated, and that such of the inmates as are able to labor are constantly employed.

7. No punishment shall be enforced excepting by her order, or, in case of her absence, by the order of the Deputy Superintendent.

8. In the event of an escape of any of the prisoners, she shall use all the means in her power to apprehend them, and with the advice of the Commissioners, and Advisory Board, offer rewards for their arrest, and return to the prison.

#### TREASURER AND STEWARD.

“The Treasurer and Steward shall give bond or bonds to the Commonwealth, with such surety or sureties as shall be approved by the Auditors and be satisfactory to the Governor, for the faithful discharge of the duties of the office, in such sum as shall be prescribed by the Commissioners of Prisons. The Treasurer and Steward shall receive and pay out all moneys granted by the Legislature, which shall be necessary for the support and management of the prison, and shall cause to be kept in suitable books of account a full and accurate statement of all the property, expenses, income, and business of the prison, of every kind; and shall purchase all supplies necessary for carrying on and managing the prison, and shall have charge and custody of the land and buildings and dependencies of the prison, together with the tools, implements, stock, provisions, and all other property connected with or belonging to the same; and shall, moreover, provide and issue such supplies at such time or times as the Superintendent shall require or prescribe.” (Acts of 1874, Chap. 385, Sect. 11.)

**CHAPLAIN.**

1. The Chaplain shall reside in the prison, and shall have entire charge of the religious instruction of the prisoners. She shall conduct, or cause to be conducted, services in the chapel on Sunday, and have the charge and arrangement of the Sunday school, and hold a morning and evening service in the chapel on week-days. In case of absence or inability to perform any of these services, she may provide a substitute. She shall have charge of the music at the chapel services, and encourage its cultivation and use as an aid to devotion. She shall also see that each prisoner is provided with a Bible, and endeavor to interest her in reading it. She shall have access to the prisoners when in the hospital or in their cells as well as in other parts of the prison, and administer to them such instruction and consolation as shall seem to her calculated to promote their reformation and spiritual welfare; and shall impress upon them the duty and necessity of strict obedience to the rules of the prison.

2. The Chaplain shall report to the Superintendent any cases of disorder or misconduct of subordinates or prisoners during the chapel exercises, or while under her instruction and advice.

3. She shall have charge of the library, and of the distribution of books to the prisoners.

**PHYSICIAN.**

1. It shall be the duty of the physician to supervise the sanitary condition of the prison buildings and grounds, to inspect the sewers, drains, water-closets, and all places in or near the buildings where refuse is deposited, and report any deficiencies to the Superintendent.

2. She shall examine every prisoner on entering the prison, and after registration by the Superintendent shall take charge of any who are in need of medical treatment. All medicines should be administered in the dispensary to patients not lodging in the hospital, unless of so simple a nature that the patient may herself be trusted with them.

3. She shall visit every day all prisoners on the sick-list, whether in hospital or cell, all prisoners in solitary confinement, and also inspect the nursery every day in order to look after the general health of the inmates.

4. She shall keep a book for the inspection of the Commissioners, Advisory Board, and Superintendent, called "Hospital Records," in which shall be entered each day the names of prisoners requiring medical treatment, the nature of their disease, and the prescriptions given. She shall also record any thing of medical interest connected with the physical state of the prisoners.

5. She shall report to the Superintendent the names of those who are able to leave the hospital, and those who are well enough to return to their work.

6. She shall see that the diet, clothing, bedding, cleanliness, care, and general treatment of the prisoners in the hospital, is in all respects what is needed.

7. She shall furnish the Superintendent, whenever needful, a memorandum of such medicines, provisions, supplies, and furniture, as may be requisite in the hospital.

8. She shall report to the Superintendent, any failure in duty of subordinate officers, or any misconduct of the prisoners under her treatment.

9. In case of absence, or inability to perform her duties, she shall provide a temporary substitute.

#### DEPUTY SUPERINTENDENT.

1. The Deputy Superintendent is the principal assistant of the Superintendent; and it is her duty, under the direction of the Superintendent, to have a constant care and superintendence of the internal affairs of the prison, to see that all subordinate officers perform their several duties, and that the rules and regulations of the institution and the directions of the Superintendent are enforced. She shall visit all departments of the prison under her charge every day, taking every precaution for the security of the prison and of the prisoners, and seeing that the officers keep all prisoners diligently employed while in the work-rooms. She shall report to the Superintendent any neglect of duty on the part of subordinate officers, and shall see that the whole establishment is kept in a proper state of cleanliness. She shall enforce obedience on the part of the prisoners to the officers, and shall report at once to the Superintendent any offence requiring punishment. She shall report daily to the Superintendent the number of prisoners

received and discharged. She shall receive all prisoners on their admission, and shall read and explain to them such of the rules of the prison as may be necessary to enable them to understand their duty, and the discipline to which they are to be subjected.

2. In the absence or illness of the Superintendent, all her duties and powers, so far as the same relate to the discipline of the prison, and the safe keeping of the prisoners, shall devolve upon, and be executed, by the Deputy Superintendent.

#### THE TEACHER.

1. The Teacher shall devote her time to the instruction of the prisoners, in accordance with the regulations of the Superintendent; and shall endeavor to advance the prisoners in intelligence and morality by every means in her power.

2. She shall take charge of the school-books and stationery that may be issued to her for the instruction and use of the prisoners.

3. She shall conform to the directions of the Superintendent in all matters relating to the discipline of the prison, and shall report to her any infringement of the "Rules" or disobedience of orders by the prisoners under her charge.

4. In cases of emergency she shall be liable to be called upon to do the duties of any other officer.

#### THE CLERK.

1. The Clerk is the recording officer of the Superintendent, and shall be employed, under her directions, in keeping the books of the prison and in doing any writing that may be required.

2. In cases of emergency she shall be liable to be called upon to do the duties of any other officer.

#### MATRONS, DEPUTY MATRONS, AND ASSISTANT MATRONS.

1. These officers are the immediate agents of the Superintendent in the personal care of the prisoners and the enforcing of the discipline of the prison, subject to the rules and regulations thereof and to her orders. They shall keep a

list of the prisoners under their charge, and shall report every morning the names of any prisoners remaining in their cells, and upon locking up shall note the absence of any prisoner from her cell, and immediately report the same to the Superintendent or to her Deputy. They shall not leave their work-rooms during the time that the prisoners are in them, unless upon urgent necessity, nor until another officer is procured ; and it shall be the duty of the relieving officer to keep the prisoners in order while the regular officer is absent, and to report to her on her return any misconduct that may have occurred.

2. It shall be their duty to preserve the greatest possible cleanliness in the persons and clothing of the prisoners under their immediate care ; and those having charge of the halls during the day shall cause the cells and halls to be swept at least once each day, and shall see that the beds and bedding are kept clean and in good order. The floors of the cells and halls shall be washed at least once a week, and the walls whitewashed as often as the Superintendent shall direct. They shall enter the names of any who are sick, or complaining of ill health, in the hospital-book, which shall be handed to the Superintendent to be delivered to the Physician.

3. The officer in charge of the clothing department shall keep accurate account of all clothing and other goods received by her, and deliver articles only upon a written requisition of the Superintendent.

#### GENERAL RULES AND REGULATIONS.

1. All officers must be punctual in their attendance at the prison, and prompt in the performance of duty ; and every officer must perform such day or night duties as may be directed by the Superintendent, unless prevented by sickness or some unavoidable circumstance.

2. All officers must observe patience and firmness in their intercourse with the prisoners, and must refrain from expressions of anger or impatience. They must give directions in a clear, distinct tone, and be careful to express themselves so that the prisoners shall understand their meaning. They must not converse with the prisoners ; and they

must not allow the prisoners to converse with each other, excepting at appointed recesses. In the workrooms no conversation must be allowed, excepting in relation to the work.

3. Should a prisoner refuse or hesitate to obey the directions of an officer, she will explain to her the consequences of disobedience; if she still persists, the officer will immediately report her to the Superintendent or her Deputy. No officer shall strike a prisoner except in self-defence; but should personal violence be offered, or the security of the prison be endangered, each officer shall use all lawful means to protect herself and the other officers, and to secure the prisoners.

4. Officers shall not buy from or sell to any prisoner any article or thing whatsoever, nor receive any fee, gratuity, or emolument, from any prisoner or her friends, nor purchase any thing whatever for any prisoner, nor appropriate to their own use any thing belonging to the prison.

5. No subordinate officer shall take any message to or from any friend of any prisoner, nor convey any information regarding them, without the consent of the Superintendent; neither shall she deliver to any prisoner any book, paper, or other article, without the permission of the Superintendent.

6. Spirituous liquors shall in no case be furnished to any prisoner except by order of the physician; and every officer is required to abstain from their use.

7. Subordinate officers while on duty shall not hold conversation with each other except such as may refer to the discharge of their duties; nor with visitors in the hearing of the prisoners; nor shall they point out any prisoner to visitors. Nor shall the officers at any time, within the hearing of a prisoner, gossip or remark about any persons or affairs connected with the prison. Neither shall they be engaged in reading or writing other than in making necessary entries, or in any other employment calculated to interfere with constant watchfulness and vigilance. They shall not allow the prisoners to leave their work nor speak to any visitor without permission, and shall see that they are constantly employed, and that they work diligently, and in silence.

8. The property and clothing of the prisoners on their arrival at the prison shall be taken from them, and, if worth preserving, shall be securely kept, and restored to them upon

their discharge, unless their sentence is for more than two years; in which case the clothing, if fit for use, may be taken for the use of the prison. Every prisoner on her discharge shall be decently clothed; and if discharged between the first day of November and the first day of April, she shall have a decent and warm outside garment. Any money or articles of value found in possession of a prisoner one month after the date of her arrival at the prison shall be forfeited to the use of the State.

9. Any officer having leave of absence for a period longer than one day must report herself to the Superintendent immediately on her return, and every officer must be punctual in returning to duty within the time limited for her absence.

10. Every officer of the prison shall report to the Superintendent any officer, contractor, or agent, any teamster, visitor, or person, who shall be known to have improper acts or conversation with the convicts, or shall be guilty of any violation of the rules and regulations of the prison. Any officer who shall sleep while at her post, or in any way neglect the duties of her office, shall be liable to immediate discharge.

11. Complaints by convicts to officers respecting food shall be promptly reported to the Superintendent. If any officer at any time shall have cause of complaint against the Superintendent, Chaplain, or Physician, she may report the same to the Commissioners of Prisons, or to the Advisory Board.

12. All persons, whether connected with the prison or not, are prohibited from receiving from any convict within the prison or precincts, any article or thing with the intention of conveying the same therefrom; or carrying to or depositing within the prison or precincts any article or thing with the intent that any convict shall receive the same, without permission of the Superintendent.

13. All subordinate officers are entitled to thirty days off duty during the year. The precise days of absence must be arranged with the consent of the Superintendent, and must conform to the needs of the prison.

14. Officers must give two weeks' notice of intention to leave, except in case of sudden illness, or their compensation for that period will be forfeited. The Superintendent will

give them the same time of notice before removal, except in cases of violation of rules, or misconduct, when immediate discharge may be given.

15. Laundry-work for officers must not average more than eighteen pieces per week, including one dress.

16. Officers must avoid the wasteful use of water and gas, and must keep matches under lock and key.

17. Officers are recommended to pass one hour in the open air, if possible, every day.

18. Officers are requested to read these "Rules and Regulations" once a week.









